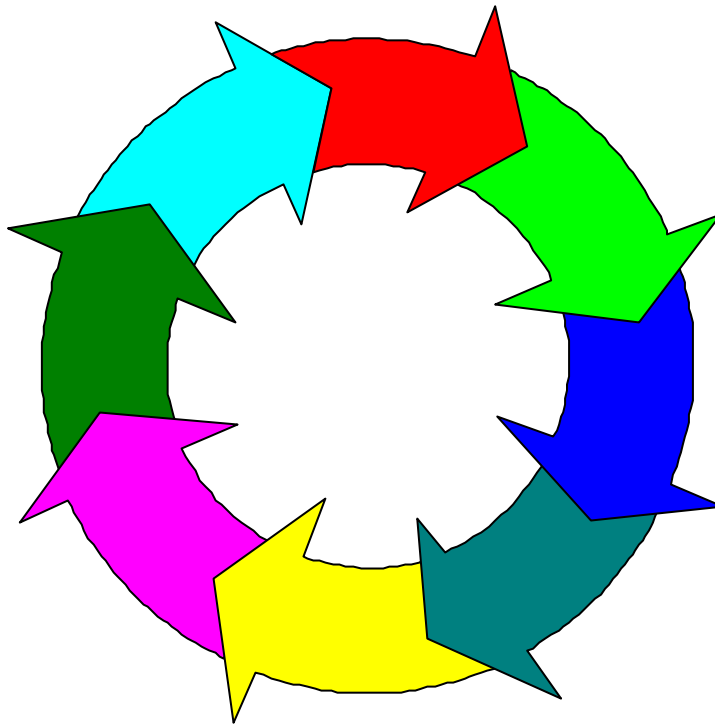


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# 42 Air Base Wing

42 ABW Plan 32-15

## Affirmative Procurement Program Plan



December 2003  
MSD/CEV

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DEPARTMENT OF THE AIR FORCE  
42D AIR BASE WING (AETC)  
MAXWELL AIR FORCE BASE ALABAMA

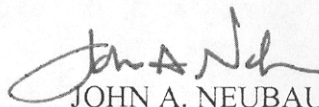
2 Mar 04

MEMORANDUM FOR ALL PROCUREMENT OFFICIALS, INCLUDING GOVERNMENT  
PURCHASE CARD HOLDERS

FROM: 42 ABW/CC

SUBJECT: Affirmative Procurement and Government Purchase Card Use Policy

1. In accordance with Executive Order (EO) 13101, "Greening the Government through Waste Prevention, Recycling and Federal Acquisition," all federal agencies are required to establish an affirmative procurement (buy recycled) program. The purpose of the program is to promote recycling by ensuring the government purchases recycled materials to the maximum extent possible.
2. The goal of the plan is to use the purchasing power of the United States government to increase the market for products with recycled content or environmentally preferable products thereby helping to prevent or reduce pollution at the source. AP requirements are the result of Section 6002 of the Resource Conservation and Recovery Act (RCRA), enacted in 1976; Executive Order (EO) 12873, issued in 1993; and EO 12995. To fully comply with these requirements, all purchases at Maxwell AFB/Gunter Annex, and their contractors, will purchase EPA-guideline items that meet or exceed EPA recycled-content requirements, unless an exemption for not purchasing the item applies. The AP Plan details these exemptions and the forms to use, as well as the overall approach and organizational responsibilities for implementing the Maxwell/Gunter Affirmative Procurement Program. This Plan, which contains a listing of all EPA Guideline Items, is posted on the 42 ABW/XPO intranet website at [https://intranet.maxwell.af.mil/42abw\\_plans/OpsPlansSection.htm](https://intranet.maxwell.af.mil/42abw_plans/OpsPlansSection.htm) or it can be accessed by going on the EPA website at <http://www.epa.gov/cpg>.
3. If you have any questions regarding GPC issues, please contact Mr. Wayne Roberts, 42d Contracting Squadron, 953-3079. Any questions regarding Affirmative Procurement should be directed to Mrs. Genie Jones, MSD/CEV, at 953-7155.

  
JOHN A. NEUBAUER  
Colonel, USAF  
Commander

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DISTRIBUTION FOR CHANGES/COMMENTS

Date

MEMORANDUM FOR MSD/CEV

FROM:

SUBJECT: Distribution of 42 ABW Plan 32-15

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42 ABW PLAN 32-15

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**SECURITY INSTRUCTIONS**

1. The long title of this plan is 42d Air Base Wing Plan 32-15, Affirmative Procurement Program Plan. The short title is 42 ABW Plan 32-15.
2. The office of origin and OPR for this plan is MSD/CEV. Address questions or comments concerning this plan to MSD/CEV, 400 Cannon St., Maxwell AFB AL 36112-6523.
3. This document is UNCLASSIFIED. Reproduction in whole or part is authorized in development of supporting directives, operating instructions, or checklists.

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**RECORD OF CHANGES / ANNUAL REVIEW**

The MSD/CEV will review this plan annually during the anniversary month of publication. Forward proposed changes to MSD/CEV.

**RECORD OF CHANGES**

<b>Chg No.</b>	<b>Date</b>	<b>Date Entered</b>	<b>Posted By</b>

**RECORD OF ANNUAL REVIEW**

<b>Reviewed By</b>	<b>Date Reviewed</b>	<b>Remarks</b>

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**PLAN SUMMARY**

1. **PURPOSE**: The purpose of this plan is to provide guidance for Maxwell Air Force Base/Gunter Annex personnel and their contractors who use appropriated federal funds for purchasing environmentally preferable products. This plan explains the legal and policy drivers as well as detailing the four required program elements of the Affirmative Procurement Program (APP). Additionally, this plan provides a listing of the current Environmental Protection Agency (EPA) Designated Items/Targeted Items which procuring agencies are mandated to purchase while taking into consideration competition, price, availability, and performance. The goal of the plan is to use the purchasing power of the United States government to increase the market for products with recycled content or environmentally preferable products, thereby helping to prevent or reduce pollution at the source.
2. **CONDITIONS FOR IMPLEMENTATION**: This plan affects all personnel from Maxwell AFB/Gunter Annex and their contractors when procuring products or services. The plan offers guidance when giving preference to environmentally preferable products or services.
3. **KEY ASSUMPTIONS**: All personnel from Maxwell AFB/Gunter Annex and their contractors will make a conscious effort to involve affirmative procurement as early as possible in the procurement process.
4. **EXEMPTIONS**: The plan will be used when items meet technical, price, time, and availability requirements. Exemptions to these requirements are explained in detail in the Basic Plan.

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**ACRONYMS AND ABBREVIATIONS**

AAFES	Army and Air Force Exchange Service
AFCEE	Air Force Center for Environmental Excellence
AFI	Air Force Instruction
AP	Affirmative Procurement
APP	Affirmative Procurement Program
CE	Civil Engineering
CEV	Environmental Section
CFR	Code of Federal Regulations
CONUS	Continental United States
CPG	Comprehensive Procurement Guidelines
CRBT	Center for Resourceful Building Technology
DAPS	Defense Automated Printing Services
DFARS	DoD Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency
DoD	Department of Defense
ESOH CAMP	Environmental Safety Occupational Health Compliance Assessment & Management Program
EO	Executive Order
EPA	Environmental Protection Agency
EPC	Environmental Protection Committee
EPP	Environmentally Preferable Purchasing
ETL	Engineering Technical Letter
FAR	Federal Acquisition Regulation
IAW	In Accordance With
JWOD	Javits-Wagner O'Day
MAJCOM	Major Command

MAFB	Maxwell Air Force Base
MSD	Maxwell Support Division
NOV	Notice of Violation
NRC	National Recycling Coalition
OCONUS	Outside the Continental United States
OFEE	Office of the Federal Environmental Executive
OFPP	Office of Federal Procurement Policy
RCRA	Resource Conservation Recovery Act
RMAN	Recovered Materials Advisory Notice
SOW	Statement of Work
USDA	United States Department of Agriculture

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**EXPLANATION OF TERMS**

- 1. Acquisition** - Acquiring by contract, using appropriated funds, supplies, or services (including construction) by and for the use of the federal government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, or demonstrated and evaluated. Acquisition begins when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation, selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract. [FAR 2.101]
- 2. Affirmative Procurement Program (APP)** - A program assuring Guideline Items composed of recovered materials will be purchased to the maximum extent practicable, consistent with federal law and procurement regulations. [RCRA]
- 3. Biobased product** - A commercial or industrial product (other than food or feed) utilizing biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials. [Executive Order 13101]
- 4. Certification** - Offeror/bidder/vendor provided written documentation certifying that the percentage of recovered materials contained in products or to be used in the performance of the contract is, at a minimum, the amount required by applicable specifications or other contractual requirements. Certification of multicomponent or multimaterial products should verify the percentage of post-consumer waste and recycled material contained in the major constituents of the product.
- 5. Comprehensive Procurement Guidelines (CPG)** - The documents in which EPA officially designates the specific recycled-content products to be included in APPs. Products designated in the CPG are often referred to as "Guideline Items." CPG requirements are codified in 40 CFR Part 247.
- 6. Environmentally Preferable Purchasing (EPP)** - The EPA program to encourage the purchase of products or services having a lesser or reduced affect on human health and the environment when compared with competing products or services serving the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service. Characteristics of EP items include: less toxic or non-toxic; low in volatile organic compounds (VOC), biodegradable. [Executive Order 13101]
- 7. Federal Supply Source** - Any supply source managed by a federal agency such as the General Services Administration, Government Printing Office, or Defense General Supply Center.
- 8. Installation** - A self-supporting center of operations for actions of importance to Air Force combat, combat support, or training. It is operated by an active, reserve, or guard unit of group size or larger with all land, facilities, and organic support needed to accomplish the unit mission. It must have real property accountability through ownership, lease, permit, or other written agreement. Agreements with foreign governments giving the Air Force jurisdiction over real property meet this requirement. The term "installation" includes Air Force bases, Field Operating Agencies, Air Force Reserve bases, and Air National Guard bases.
- 9. Post-consumer Material** - A material or finished product, which has served its intended use and been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Post-consumer material is a part of the broader category of recovered materials. Post-consumer recovered materials, for purposes of purchasing paper and paper products, is a subset of the broader term "recovered materials" and means: (1) Paper, paperboard, and fibrous wastes from retail stores, office buildings, homes, and so forth, after they have passed through their end-usage as a consumer item including used corrugated boxes, old newspapers, old magazines, mixed waste paper; tabulating cards, and used cordage; and (2) All paper, paperboard, and fibrous wastes which enter and are collected from municipal solid waste. [RMAN I]

**10. Pre-consumer Materials** - Materials generated in manufacturing and converting processes, such as manufacturing scrap and trimmings/cuttings. Pre-consumer materials, along with post-consumer materials, are part of the broader category of “recovered materials.” [Glossary on EPA’s CPG web site]

**11. Preference** - When two products or services are equal in performance characteristics and price, the government, in making purchasing decisions, will favor the more environmentally sound or energy-efficient product. [OFPP Policy Letter 92-4]

**12. Recovered Materials** - Waste materials and by-products recovered or diverted from solid waste, not including those materials and by-products generated from, and commonly reused within an original manufacturing process. [Executive Order 13101]

**13. Recovered Materials Advisory Notices (RMAN)** - An EPA document accompanying each of the CPGs. The RMANs recommend recycled-content ranges for products designated in the CPG based on current information on commercially available recycled-content products. Per AFI 32-7080, these recommended content ranges are mandatory for all Air Force acquisitions of CPG products, unless an exemption applies.

**14. Recycled Material** - Material utilized in place of raw or virgin material in product manufacturing consisting of materials derived from post-consumer waste, industrial scrap, agricultural wastes, and other items, all of which can be used in new product manufacture. [OFPP Policy Letter 92-4]

**15. Specification** - A description of the technical requirements for a material, product, or service, including the criteria for determining whether these requirements are met. In general, specifications are in the form of written commercial designations, industry standards, and other descriptive references. [CPG I]

**16. Virgin Material** - A mined or harvested raw material to be used in manufacturing.

\*For terms not listed here, refer to EPA’s Buy-Recycled Series Fact Sheets.

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## REFERENCES

1. **Drivers for the Affirmative Procurement Program:** Laws, regulations, and executive orders combine to provide the authority and requirements for federal Affirmative Procurement Programs (APP). A brief summary of these drivers and how they interact is presented below. Detailed program requirements stemming from them are contained in the Basic Plan. The references in Annex B include a list of World Wide Web links for policy information. Additional assistance may be found in the “Air Force Guide, Contracting Officer Guide to Affirmative Procurement (AP), September 2003, Version 1.0.”
2. **Resource Conservation Recovery Act (RCRA):** The legal authority for the APP comes from the Resource Conservation Recovery Act (RCRA) Section 6002. It requires federal agencies to give preference in their purchasing programs to products and practices conserving and protecting natural resources and the environment. RCRA is also the source for the four required elements of an APP: a preference program, a promotion program, a certification program, and a monitoring program. RCRA also defines “procuring agencies” as federal, state, and local agencies, and their contractors, which use appropriated federal funds. Agencies must include Affirmative Procurement requirements in all contracts for operation of Government-owned or leased facilities, and also in contracts, which provide support services at Government-owned or operated facilities. These requirements are further detailed in the Basic Plan.
3. **Executive Order (EO) 13101**, “Greening the Government through Waste Prevention, Recycling, and Federal Acquisition,” 14 Sep 98, <http://www.archives.gov>. Executive Orders are Presidential directives to the federal agencies. EO 13101 supersedes EO 12873 and EO 12995 and describes APP requirements for federal agencies, as well as for the groups which oversee them. Section 701 of EO 13101 further states, “Contracts awarded by executive agencies after 14 Sept 1998 shall include provisions which obligate the contractor to comply with EO 13101 within the scope of their operations”. Additionally, Section 9002 states, “federal agencies have mandatory purchase requirements for biobased products if the agency buys more than \$10,000 worth of any item which is designated on the USDA biobased product list”. These requirements, as well as the four elements, are discussed in detail in the Basic Plan, Section 4.e.
4. **Comprehensive Procurement Guidelines (CPG):** Federal Register “Final Rules,” <http://www.epa.gov/cpg>. The CPG is the document the EPA uses to formally designate the Guideline Items covered by the APP. The process begins as the EPA reviews a broad list of potential products made from recovered materials for availability of the item, the impact on the solid waste stream, the economic and technical feasibility of producing the item, and other uses of the recovered materials used to produce the item. Comments from end users, manufacturers, distributors, the general public, and other interested parties are considered through a formal rulemaking process to designate items. The list of guideline items is complete when EPA publishes it as a final rule in the Federal Register. **The CPG list is a living document** updated every two years (or as appropriate) IAW EO 13101 and can be found at <http://www.epa.gov/cpg/products.htm>. There are currently eight categories: Construction Products, Landscaping Products, Park and Recreation Products, Paper and Paper Products, Non-Paper Office Products, Transportation Products, Vehicular Products and Miscellaneous Products. Other sections of the site provide product fact sheets, give CPG program updates, and answer frequently asked questions. Along with each CPG, the EPA provides “guidance/recommendations” on buying recycled-content products in documents entitled, “Recovered Material Advisory Notices (RMAN).”
5. **Title 40, Code of Federal Regulations (CFR), Part 247 (40 CFR 247):** “Comprehensive Procurement Guideline for Products Containing Recovered Materials,” [http://www.access.gpo.gov/nara/cfr/waisidx\\_99/40cfr247\\_99.html](http://www.access.gpo.gov/nara/cfr/waisidx_99/40cfr247_99.html). This regulation codifies the CPG requirements, lists the product categories defined in the CPG, defines terms, describes to whom the program applies, and calls on federal agencies to assure their specifications for purchase of Guideline Items require the use of recovered materials to the maximum extent possible.

6. **Air Force Instruction (AFI) 32-7080:** “Pollution Prevention Program,” <http://afpubs.hq.af.mil/>. AFI 32-7080 contains Air Force policies, requirements, and responsibilities, program goals and execution for pollution prevention program, including AP applicable to Civil Engineering and the Environmental Section, as well as personnel in Contracting, Logistics, Operations, Legal, Safety, Bioenvironmental Engineering, and Public Affairs.

7. **AF Engineering Technical Letter (ETL) 00-1:** “EPA Guideline Items in Construction and Other Civil Engineering Specifications.” ETL 00-1 (formerly ETL 94-7, 99-8) mandates which civil engineer specifications include EPA designated Guideline Items containing recycled material unless the recycled-content product does not meet specific performance, price, or contracting requirements. See Section 4.c. of the Basic Plan for a discussion of the exemption criteria and how to apply them.

8. **Federal Acquisition Regulation (FAR) and DoD FAR Supplement (DFARS):** <http://www.arnet.gov/far>. Applicable FAR Parts include: 4.3, 10, 11, 12, 13, 23.4, 23.7, 36 and 52. FAR Subchapter D, Part 23 “Environment, Conservation, Occupational Safety, and Drug-Free Workplace” includes requirements for AP. The FAR addresses contractor-submitted paper documents, defines post-consumer material and recovered material, and requires agencies to acquire recycled-content and other environmentally preferable products where cost effective, and to prepare written determinations for official signature whenever they acquire EPA designated items which **do not meet** the EPA minimum recovered material standards. These requirements are supplemented by DFARS 223.404(b)(3), which forbids awarding a contract for an EPA designated item which does not meet the EPA minimum recovered material standards, before approval of the written determination required by the FAR. Part 23 specifies that agencies will consider energy efficiency in procurement of products and services and prescribes policies for obtaining environmentally preferable (to include biobased products) and energy-efficient products and services.

9. **Public Law 107-171: Farm Security and Rural Investment Act of 2002, 13 May 02.** <http://www.usda-biobasedproducts.net/public/index.cfm>. Also known as the “Farm Bill,” establishes a biobased product program that parallels the RCRA Section 6002 requirements for recycled-content purchasing. USDA will designate biobased products for federal agencies to purchase and will provide recommendations for agencies purchasing these products with biobased content.

There will be 11 categories: Adhesives; Construction Materials and Composites; Fibers, Paper and Packaging; Fuel Additives; Plant and Vegetable Inks; Landscaping Materials, Compost and Fertilizer; Lubricants and Functional Fluids; Paints and Coatings; Plastics – Monomers and Polymers; Solvents and Cleaners; and Sorbents.

10. **Government-wide Affirmative Procurement Program Strategic Plan for EO 13101:** The Office of the Federal Environmental Executive (OFEE) developed a government-wide plan. DoD is beginning preparation of its own APP strategic plan. When complete, the DoD plan will be posted to AFCEE's web site.

11. **Air Force Policy Memo, 31 May 00:** The “Air Force Affirmative Procurement Program” memo, co-signed by Civil Engineering and Contracting leadership, directs APP implementation by requiring an APP “Plan” at each AF installation. Each MAJCOM and installation Environmental Protection Committee (EPC), Environmental Leadership Committee (ELC), or Environment, Safety and Occupational Health Committee (ESOH) will oversee APP implementation and will charter a cross-functional team to create “a plan” and execute “the program.”

12. **AETC Instruction 32-7001, 21 December 01:** The “AETC Affirmative Procurement Program,” <http://afpubs.hq.af.mil/> AETCI 32-7001 implements AFPD 32-70, Environmental Quality. It describes and prescribes the applicability, responsibilities and requirements of the AETC Affirmative Procurement Program, which applies to all products purchased by continental United States (CONUS) installations as well as those purchased in the United States for shipment overseas.

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**BASIC PLAN**

1. **TASKED ORGANIZATIONS:** ALL

2. **SITUATION:**

a. **Background:**

(1) **Executive Order (EO) 13101**, 14 Sep 98, outlines the federal government's special responsibility to lead the way in building markets for recycled goods. **Affirmative Procurement** (AP) is the name given to this buy-recycled purchasing program. The intent of the program is to stimulate recycling by providing a market for new products manufactured with recycled materials. The federal government, as the country's largest purchaser of goods and services, has the ability to help create and stabilize markets for recycled-content products. These recycled-content products were originally singled out for AP because they help reduce solid waste and hazardous waste disposal, minimize natural resource use, and often use less energy to produce than comparable "virgin" material products. Use of AP products can also help reduce air and water pollution, toxicity effects, and ozone depletion or global warming.

(2) The "**Air Force Affirmative Procurement Program**" memo, co-signed by Civil Engineering and Contracting leadership, directs Affirmative Procurement Program implementation by requiring an Affirmative Procurement Program "Plan" at each Air Force installation and cross-functional team to create "a plan" and execute "the program."

(3) **Environmentally Preferable Purchasing**, or **EPP**, is the United States Environmental Protection Agency's (EPA) program. This program encourages the purchase of products which have lesser or decreased affects on human health and the environment when compared with competing products or services serving the same purpose.

(4) **EO 13101** also encourages federal agencies to consider "biobased products." A **biobased product** is "a commercial or industrial product (other than food or feed) which utilizes biological products or renewable domestic agricultural (plant, animal, and marine) or forestry materials." Examples of biobased products include vegetable-based lubricating oils, building construction panels made with straw or other agricultural fibers, and "tree-free" paper. These products often put materials to use which were destined for the landfill. Since they are usually made of "natural" materials with limited processing, they may also be less toxic and require fewer chemicals and less energy to produce.

b. **Benefits of Environmentally Preferable Purchasing:** It is clear EPP benefits the environment and demonstrates our commitment to environmental stewardship; however, the operational benefits may not be as obvious. AP provides tangible benefits in many cases. Here are some examples of the advantages gained by using environmentally preferable products:

(1) Plastic lumber can replace wood in certain applications. This removes the need to paint the materials. Money and labor are saved during installation and routine maintenance. Plastic lumber will not rot, so it lasts longer than wood, even though it is not pressure treated with toxic chemicals like wood often is. By purchasing re-refined motor oil, then sending the used oil back to the producer for re-refining, the expense and waste management problems, which come with disposing of used oil, are eliminated. This cycle of using, processing, and reusing a material is known as **closed-loop recycling**. Toner cartridges, antifreeze, and tires are other products, which may be handled through closed-loop recycling

(2) In some cases, the best environmentally preferable purchase may not be a purchase at all; it may be a purchase *avoided* by reusing materials already on site. For example, when clearing a construction site, consider

setting aside trees and woody shrubs and chipping them for use as mulch or composting. Segregate concrete and asphalt which is demolished, crush it, then reuse the concrete as aggregate or road base and reprocess the asphalt for use in paving. These actions save the cost of hauling and disposing of waste and the purchase price of new materials.

(3) As Air Force organizations use and purchase a broader range of environmentally preferable products, more benefits will be discovered. Durability, reduced toxicity, and the elimination of waste streams are likely to be among the common advantages.

3. **MISSION**: To support higher authority guidance by providing procedural guidance for the Maxwell/Gunter program.

4. **EXECUTION**:

a. **Concept of Operations - Affirmative Procurement Program Applicability:**

(1) Applies to all acquisitions (see FAR Part 11).

(2) Requires all designated EPA CPG items to meet or exceed the recommended recycled-content requirements unless an exception applies (see below).

(3) Applies to all designated USDA biobased products (once a list is officially published by the USDA) unless an exception applies. Applies to federal agencies using appropriated and non-appropriated funds.

(4) Applies to all CONUS federal contracts. Includes contracts for the operation of Government-owned or leased facilities, and also contracts that provide for support services at Government-owned or operated facilities.

(5) Applies to all CONUS procurements.

(a) CPG I stated a \$10,000 annual threshold per item purchased by the agency during the preceding fiscal year. In applying the \$10,000 threshold, Section 202 of EO 13101 defines the term “agency” to be the Department of Defense, not an individual military department, and thus it shall be assumed that DoD spends more than \$10,000 annually on each of the CPG items.

(b) All purchases made in the US for shipment overseas must comply with EPA requirements. OCONUS installations are encouraged, but not required, to buy recycled-content products locally whenever these products meet technical needs, are readily available, and are cost effective (i.e., think life-cycle costs). OCONUS installations are not required to have a formal APP Plan.

b. **Concept of Operations - Requirements for Purchase of Guideline Items:**

(1) **Summary of Requirements for Purchasers.** All purchasers at Maxwell AFB/Gunter Annex and their contractors will purchase Guideline Items (including those made in the US for shipment overseas), which meet or exceed EPA recycled-content requirements unless an exemption applies. A written determination shall be approved prior to award. All contract solicitations requiring the purchase of CPG items will include AP requirements language clearly stating the installation’s obligation to meet EPA minimum recycled-content requirements. See Section 4.e.(3) for Statement Of Work requirements.

(2) **Government Credit Card Purchase of Guideline Items.** Government credit card purchase of EPA Guideline Items must meet EPA recovered material content requirements (Section 4.b.(1)) unless a written exemption determination applies (Section 2.c.) and is in the Government Purchase Card purchase file. Biobased products are part of the APP; however, not all APP requirements will apply to their purchase. There is also no requirement to prepare written determinations if a biobased product cannot be purchased. Items which fall under both the CPG and biobased characteristics must satisfy **recycled-content product requirements first**. (For example, purchasers **must** buy CPG items when they meet technical, price, time, and availability requirements. If

the CPG item doesn't meet one of these criteria, purchasers should buy the biobased product, if applicable, as long as it is cost effective and meets technical requirements.)

**c. Concept of Operations - Exemptions and Written Determinations:**

(1) In accordance with (IAW) EO 13101, 40 CFR 247, AFI 64-117 and AFI 32-7080, recycled-content products meeting EPA guidelines will always be purchased unless they are not available:

(a) Competitively within a reasonable period of time;

(b) To meet performance standards set forth in applicable specifications; or

(c) At reasonable prices (If the cost of the recycled-content product exceeds comparable non-recycled or biobased product costs, the costs are considered unreasonable. You are to consider the life-cycle costs when determining an "unreasonable" cost).

(2) An exemption may be claimed if one or more of the above criteria are met. To invoke the exemption, a written determination on AETC Form 51 is required. See Section 4.c.(4) below for details concerning documenting an exemption.

(3) Written determinations shall be prepared for all procurements exceeding the micro-purchase threshold to document the exception(s) for not procuring EPA-designated CPG Items (FAR 23.405(c)). The determination shall be prepared and signed by the technical expert and provided to the contracting officer to be placed in the contract file. If documenting an exception because of a product's failure to meet the performance requirements in the specifications, the technical expert must first justify the need for the standards used in the specifications and then explain why the product doesn't meet those standards. The individual or organization requesting the purchase of the CPG item is responsible for initiating the AETC Forms 47 and 51.

(4) IAW AFI 64-117 paragraph 2.10 and MAJCOM directives, purchasers will complete AETC Form 51 "Recovered Materials Exemption" (see Appendix 2, Annex B) for all EPA Guideline Items purchased with a Government Purchase Card (GPC) whenever an exemption is applied to that item. For purchases of EPA Guideline Items which fall below the annual threshold amount and one of the exemptions is used, no documentation on AETC Form 51 is currently required by AETC, but is encouraged since this documentation shows compliance with AP requirements and provides an audit trail for any review. As of February 2004, there is no requirement for written determination documenting an exception for not procuring USDA-designated biobased products; however, a determination for not procuring biobased items is recommended. Although there is no legal requirement to prepare a determination form for purchases over the micro-purchase threshold that meet requirements, this practice does have the advantage of documenting the fact that the AP requirements were considered and met. Note that the GPC purchase limit can only be exceeded with approval from the Contracting Officer Commander.

(a) If an "annual" threshold limit is exceeded for any EPA Guideline Item and one of the above exemptions in Section 4.c. is applied, a written determination on AETC Form 51 is required. This form will be prepared by the cardholder organization, signed by the cardholder organization commander, GPC Authorizing Officials or equivalent. The original copy of the exemption shall be placed in the procurement file and a copy maintained by the cardholder organization (Cardholders GPC Folder). This documentation provides compliance with AP requirements. This determination must be kept in the procurement file as long as the document they are supporting is retained.

(b) If "annual" threshold limits are not exceeded for purchases of an EPA Guideline Item and one of the exemptions is applied for not procuring the Guideline Item, a written determination on AETC Form 51 is not required, but is encouraged to document compliance with AP requirements and provide an audit trail for any GPC file review, ESOHCAMP assessment, Inspector General (IG), EPA, or state inspection.

(5) IAW AFI 64-117 paragraph 2.10 and MAJCOM directives, purchaser will complete AETC Form 47 "Recovered Materials Determination" (see Appendix 1, Annex B) for all EPA Guideline Items purchased with a

Government Purchase Card (GPC) for any micro-purchase amount. This documentation shows compliance with AP requirements and provides an audit trail for any GPC file examination, ESOHCAMP assessment, Inspector General (IG), EPA, or state inspections. See Section 4.h. for reporting monthly purchases of EPA Designated Items to the Maxwell Support Division Environmental Section.

(6) Unless restricted by HQ AETC for certain items, blanket determinations for a series of identical purchases of EPA Guideline Items are acceptable as long as the installation MAJCOM has not issued instructions to the contrary. However, all blanket determinations must be reviewed **annually** by the base MAJCOM AP teams, GPC Authorizing Official or equivalent, because technical requirements, prices, and product performance are not fixed and are subject to change. Blanket determinations are not meant to ease AP requirements but to lessen paperwork when it has been proven there is no environmentally preferable product available for that specific EPA Guideline Item.

**d. Concept of Operations - Unique Requirements for Certain CPG Items:**

(1) **Paper:** See FAR 11.30.3. Currently the minimum recycled content for paper products is 30 percent post-consumer materials. If products with 30 percent content are not available, do not meet performance requirements, or are unreasonably priced, federal purchasers must buy products containing no less than 20 percent post-consumer material. **No exemptions to the 20 percent minimum are authorized.** As an alternative to these requirements, paper products having 50 percent recovered materials are encouraged for use. Additional guidelines on the recycled content of paper can be found at <http://www.ofee.gov/> under the link entitled "The Results are in...Paper Containing 30 Percent Post-Consumer Fiber (30% PC) Works Just Fine." Additionally, all documents (including copies) over two pages in length should be double-sided unless specific requirements exist dictating otherwise (for example, multipart forms).

(2) **Re-refined Lubricating Oil:** See Section 507 of EO 13101, which calls on fleet and commodity managers to take immediate steps to procure re-refined oil.

(3) **Retread Tires:** See Section 507 of EO 13101, which names the DoD Cooperative Tire Qualification Program as a focal point for retread tire purchases. The Army Tank Automotive and Armaments Command (TACOM) administers this program.

**e. Concept of Operations - Elements of the Affirmative Procurement Program:**

(1) **Preference Program:** The preference program demonstrates the installation has a preference for recycled-content products meeting the standards established by the EPA targeting installation employees, current contractors, and potential vendors who seek to do business with the installation. An affirmative procurement program memo is found in Appendix 3, Annex B. A listing of EPA Designated Items found at the EPA web site under [Comprehensive Procurement Guidelines](#) (CPG) will provide purchasers with the most current guideline information to include a current products list, proposed Guideline Items and their associated recycled-content requirements, product fact sheets, program updates, and answers to frequently asked questions (FAQs).

**Note:** All contract solicitations requiring the purchase of CPG items will include AP requirements language clearly stating the installation's obligation to meet EPA minimum recycled-content requirements. See Section 4.e.(3). for Statement of Work requirements.

(2) **Promotion Program:** The promotion program encourages employees, contractors, and potential vendors to adhere to the requirements of the established APP. The major elements of the promotion program, as listed below, are not exclusive of elements supplemented by each individual purchasing organization.

(a) The 42 Contracting Squadron, along with the Maxwell Support Division Environmental Section, will ensure information is made available to all MAFB/Gunter Annex customers on local products, which meet the EPA requirements through Government Purchase Card training classes.

(b) Periodically, an installation APP fact sheet will be sent to community groups and state and local

regulators.

(c) Fact sheets formulated by the EPA will be made available to on-base customers and provided to contractors as applicable at pre-performance conferences. These fact sheets contain information to help agencies “close the loop” by buying recycled products. EPA publishes a series of fact sheets summarizing information on the CPG program. The Affirmative Procurement Plan will be posted on the 42 ABW/XPO website for installation access [https://intranet.maxwell.af.mil/42abw\\_plans/OpsPlansSection.htm](https://intranet.maxwell.af.mil/42abw_plans/OpsPlansSection.htm).

(d) The Maxwell Support Division Environmental Section and Public Affairs will periodically write articles for the base paper and other organizational publications to promote and explain Affirmative Procurement.

(3) **Specifications and Work Statements, and Vendor Estimates, Certification and Verification.** All procurements must identify if EPA-designated CPG or USDA-designated products are required and include these requirements in the supply schedule, Statement of Work (SOW), or Performance Work Statement (PWS). Guideline Items require the use of recovered materials to the maximum extent possible without jeopardizing the intended end use of those items. This applies whether the contract language is written in-house or prepared through other avenues such as architectural-engineer (A-E) design firms. FAR 23.704 outlines the requirement to obtain products and services considered environmentally preferable (based on EPA-issued guidance) and to promote cost-effective waste reduction when creating plans, drawings, specifications, standards, and other product descriptions. This guidance also applies to contracts for services where supplies are provided as a part of the overall service. For example: cleaning supplies used in janitorial services, chemicals used to process photographs for audiovisual services, chemicals used to control weeds for grounds maintenance, or products provided for sale at any AAFES facility.

(a) FAR Part 36 covers construction and A-E contract requirements. The following construction/architect engineering references apply:

1. **FAR 36.602-1 lists selection criteria for A-E firms.** The government shall select Architect/Engineering (A-E) firms based on several factors, including specialized experience and technical competence in energy conservation, pollution prevention, waste reduction, and the use of recovered materials, as appropriate.

2. **FAR 36.601-3 indicates statements of work for A-E services shall** specify the maximum practicable amount of recovered materials, consistent with performance requirements, availability, price reasonableness, and cost effectiveness. And, where appropriate, **the A-E will** consider energy conservation, pollution prevention, and waste reduction to the maximum extent practicable in the specifications. Examples:

NOTE: Supply Item: Bathroom tissue, item description: 20-100% recovered content, 20-65% post-consumer content

(b) For all types of contract actions, the first step is to write the SOW correctly. It must be clear to all potential vendors they are required to meet EPA requirements whenever they provide a Guideline Item to the government as part of their contract. Boilerplate language at the beginning of the contract is the minimum that is required. One example of contract language might be:

*“To comply with the affirmative procurement requirements of Section 6002 of RCRA, Section 9002 of the Farm Security and Rural Investment Act of 2002, and Executive Order 13101, the Government strongly promotes the use of recycled-content and biobased products. Recycled-content products are identified in the EPA’s comprehensive procurement guidelines (the USDA designates biobased products). These materials and products must meet the requirements of the Specifications; must not delay the progress of the work; and must not be cost prohibitive. EPA Guideline Items (and USDA designated biobased products) are seen as the minimum, which should be considered when evaluating environmentally preferable materials. Other environmentally preferable materials and products not listed, but commonly used in industry outside the Government, should also be considered. Material and product submittals for all*

*recycled-content items should list the recycled and recovered materials used and the percentage content (by weight). Submittals for biobased products should describe the biobased materials used and the percentage content (by weight)."*

(c) To meet EO requirements, engineering project managers, Quality Assurance Personnel (QAP) and contract administrators need to review and revise all service contract statements of work and construction specifications as a team to include recycled-content materials and other environmentally preferable products and practices. For example, if the project requires concrete, insulation, and latex paint, reference the recycled-content requirements on the EPA's CPG website. An example of language which might appear in the specifications for building insulation is: ***"Provide fiberglass insulation with recovered material content, minimum 20 to 25% by weight, of glass cullet. Provide foam sealant with recovered material content, minimum 5% by weight."*** Since making changes to the statement of work, specifications may require technical expertise about the environmental content of products, recommend all customers contact team members of the 42 Contracting Squadron, Army Corps of Engineers or Maxwell Support Division Civil Engineering Section with the appropriate expertise to accomplish these revisions.

(d) Vendor Estimates, Certifications, and Verification. RCRA requires vendors to certify the products they provide to the installation to ensure they meet EPA requirements and provide data on recycled-content material use. This is accomplished through contract clauses as required by the FAR.

(e) ***FAR 52.223-4, Recovered Materials Certification.*** Inserted in all solicitations which are for, or specify the use of, recovered materials. This clause states the contractor must certify, by signing the bid documents, that the percentage of recovered materials used in the performance of the contract will be at least the amount required by the applicable contract specifications.

(f) ***FAR 52.223-9, Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items.*** Use only when the total contract value (not the value of the Guideline Items purchased) exceeds the simplified acquisition threshold, or \$100,000, and includes the provision FAR 52.223-4. This clause requires the contractor to certify recycled-content materials as called for in the specifications and to estimate the percentage of recovered materials actually used in the performance of the contract.

(4) **Annual Monitoring and Review:** Reviews will be conducted by internal (i.e., the Government Purchase Card Coordinator of cardholder records) and external agencies (IG, EPA, state, and ESOHCAMP inspectors). See AFCEE's Guide to Green Purchasing <http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1> for more information.

(a) The APP itself will be reviewed and evaluated annually by MSD/CEV to incorporate updates, determine its effectiveness, and identify where improvements could be made, utilizing the checklist provided at Appendix 5, Annex B. The completed checklists will be kept on file by the 42 Contracting Squadron GPC monitor.

(b) On an annual basis, the Office of the Secretary of Defense, Atlanta (OSD-ATL) collects "contracting information" via the Federal Procurement Data System (FPDS) and reports the information to Congress. As of August 2003, the DD350 instructions at [www.acq.osd.mil/dp/dars/dfars/html/r20030301/253204.htm](http://www.acq.osd.mil/dp/dars/dfars/html/r20030301/253204.htm) are being revised to clarify existing guidance. Until updated, commanding officers should be aware of two shortcomings:

1. The form does not reflect that it is intended to capture acquisitions of "incidental" EPA-designated items.

2. The form does not provide guidance when one or more EPA-designated items were procured and one or more EPA-designated items were not procured.

f. **Concept of Operations – Organization Roles and Responsibilities:** The APP is an extensive program requiring the cooperation and input of a cross-section of organizations on the base. At Maxwell AFB, the Environmental Protection Committee has established an ***Affirmative Procurement Team*** (consisting of

representatives from Maxwell Support Division Environmental Section (MSD/CEV), 42 Contracting Squadron, HQ AU/JA, AAFES and Public Affairs) to coordinate the requirements of the APP. Since the largest aspect of AP is purchasing and compliance, the 42 Contracting Squadron, along with MSD/CEV, will have the primary interaction with the program; however, every base organization and associate unit has responsibility to comply with the AP requirements and to purchase EPA Designated Items. Note that the individual or organization requesting the purchase of the CPG item is a major stakeholder within the AP program.

**(1) Affirmative Procurement Team responsibilities:**

- (a) Reviews the Affirmative Procurement Program (APP) plan annually.
- (b) Attends special compliance meetings periodically upon request of team leaders.
- (c) Establishes criteria for the major elements of the APP Promotion Program.
- (d) Develops a base-wide education program to support recycling and affirmative procurement efforts.
- (e) Establishes APP tracking program to determine the effectiveness of the program.
- (f) Researches the World Wide Web and other resources for vendors with recycled-content items and EPPs. Develops list to distribute to base purchases. The mention of any company, product, or process on this list will not constitute or imply endorsement by Maxwell Air Force Base, Maxwell Support Division, or the US Government.

**(2) Installation Commander responsibilities:** Overall implementation responsibility for an APP compliant with public law, EOs, DoD and AF policies and instructions, as well as state and local requirements.

**(3) Squadron Commander, GPC Authorizing Officials or equivalent responsibilities:** Sign/approve AETC Form 51 "Recovered Materials Exemption" determination forms for purchases of EPA Designated Items not procured. Participate 100% in the APP by fostering an environment conducive to AP. Ensure Resource Advisors and GPC authorizing officials are knowledgeable of the base APP. Note that the GPC purchase limit can only be exceeded with approval from the Contracting Officer Commander.

**(4) Maxwell Support Division Environmental Section responsibilities:**

- (a) Acts as the technical expert on the requirements and drivers of the APP.
- (b) Conducts training sessions to provide education on the effective use of APP facility managers, resource advisors (the fund manager for an organization), the individual requesting the purchase of the CPG item and UEC members.
- (c) Provides APP briefing at monthly/quarterly Government Purchase Card training classes.
- (d) Provides APP information for program promotion articles.
- (e) Overall responsibility for AFI 32-7001, Environmental Budgeting.
- (f) Responsibility for AFI 32-7080, Pollution Prevention Program, as they apply to the APP.
- (g) Assists in the creation of a process to collect data for reporting purposes, involving the Resource Advisors and the funds managers for a requesting organization.
- (h) Receives and reports APP data.

(5) **Maxwell Support Division Engineering Section responsibilities:** Engineering design personnel review all specifications to identify EPA Designated Items and ensure appropriate statements are included in all Statements of Work (SOW).

(6) **42 Contracting Squadron responsibilities:**

(a) Provides a contract Scope-of-Work for APP requirements, once a description is provided by the individual organization requesting the purchase of the CPG item.

(b) Ensures proper FAR clauses are inserted in contracts when the value exceeds \$100,000 (per FAR 52.223- 9). See Section 4.g. for more information.

(c) Assists customers in their written determinations for purchase of non-compliant items.

(d) Maintains certifications invoices from contractors to document the purchase of required APP products.

(e) Submits certifications from contractors to document the purchase of required APP products to Maxwell Support Division Environmental Section (MSD/CEV) when applicable for reporting.

(f) Reviews Government Purchase Card records to assure APP requirement compliance and, when required, written exemptions are on file available for annual reviews, audits or ESOHCAMP assessments.

(g) Reviews requests for purchase and subsequent SOWs for APP compliance and ensures language requiring participation in the APP is included in all solicitations.

(h) Conducts annual reviews and assists external agency reviews (IG, EPA, state, and ESOHCAMP inspectors).

(i) Assures the Wide Area Work Flow authorizers for payment maintain invoices from contractors to document the purchase of required APP products.

(j) Assist in the creation of a process to collect data for reporting purposes, involving the Resource Advisors and the funds managers for a requesting organization.

(7) **Corps of Engineers (COE) contract responsibilities:**

(a) Reviews contract certifications and provisions for APP requirements and provide data to Environmental Section for tracking and/or reporting purposes.

(b) Ensures proper FAR clauses are inserted in contracts when the value exceeds \$100,000 (per FAR 52.223- 9). See Section 4.g. for more information.

(c) Submits relevant procurement records/data to Maxwell Support Division Environmental Section (MSD/CEV) when applicable for reporting. Specific records/data requirements are to be determined; however an example would be a listing of all the EPA Comprehensive Procurement Guide (CPG) products purchased within each project.

(d) Reviews requests for purchase and subsequent SOWs for APP compliance and ensures language requiring participation in the APP is included in all solicitations.

g. **Hints and Tips for Use of APP:** Browse through the web sites referenced throughout this plan and use them to increase your knowledge and understanding of AP items. In coordination with contracting, determine the type of procurement instrument best meeting the requirements of APP. For future purchases, document vendors you have purchased from in the past who provided recycled items.

**h. Goal, Metrics, Data Collection and Reporting:** The following data will be collected in an attempt to determine the effectiveness of the APP:

(1) In all contracts containing FAR Clause 52.223-9, the contracting officer will prepare two contracting forms (SF 279 and DD Form 350) to show when a contract requires the use of a CPG item. For DoD contracts which do include CPG items, the DD Form 350 has a place to show that the required FAR clauses were included. The DD Form 350 for each contract will also track whether full compliance was achieved, if an AP exemption was applied. The data is required to be submitted by the contractor on an AF Form 3000 (Material Approval Submittal) to the contracting officer upon completion of performance (construction) or on an annual basis (recurring services) for contracts exceeding \$100,000. The information gathered will be held by the Contracting Officer to be forwarded to MSD/CEV upon request for tracking, data collection and/or reporting to HQ AETC.

(2) For Government Purchase Card purchases of EPA Guideline Items, the cardholders shall document all purchases on AETC Form 47 and on their GPC Log. This information will be consolidated and forwarded to MSD/CEV upon request, using the MSD/CEV FAX Sheet (see Appendix 5, Annex B). This information will provide supporting data of the effectiveness of the Maxwell AFB/Gunter Annex Affirmative Procurement Program.

ANNEX A TO 42 ABW PLAN 32-15

**GUIDELINE ITEMS**

This section provides a listing of the EPA-Designated Items. This list is current as of the date of this plan. See <http://www.epa.gov/cpg/products.htm> for the most current data. These Guideline Items apply to all MAFB/Gunter Annex procurement actions involving appropriated or non-appropriated federal funds:

**Table 3-1. CPG ITEMS**

<b>Comprehensive Procurement Guidelines Categories and Designated Items</b>	
<b><u>VEHICULAR PRODUCTS</u></b>	<b><u>PAPER AND PAPER PRODUCTS</u></b>
Engine coolants - antifreeze	Printing and writing papers
Re-refined lubricating oils -including motor oil	Newsprint
Retread tires	Commercial sanitary tissue products
<b><u>CONSTRUCTION PRODUCTS</u></b>	Paperboard and packaging products
Building insulation products (Rock Wool, Fiberglass, Cellulose, Foam-in-Place, Phenolic Rigid Foam)	Miscellaneous papers (Tray liners)
Polyester Carpet Fiber Face	<b><u>PARK and RECREATION PRODUCTS</u></b>
Carpet cushion	Playground equipment
Cement	Park benches and picnic tables
a. Coal fly ash	
b. Ground granulated blast furnace slag	
Latex Paint	Plastic fencing for special uses
Floor Tiles	Playground surfaces
Railroad grade crossing surfaces	Running tracks
Laminated paperboard	<b><u>TRANSPORTATION PRODUCTS</u></b>
Patio blocks	Traffic Control Devices (Channelizers, Delineators)
Shower and restroom dividers/partitions	Flexible delineators
Structural fiberboard	Parking stops
Plastic Rigid Foam	Traffic barricades
<b><u>LANDSCAPING PRODUCTS</u></b>	Traffic cones
Compost made from yard trimmings or food waste	
Landscaping timbers and posts (Plastic lumber)	<b><u>MISCELLANEOUS PRODUCTS</u></b>
Garden and soaker hoses	Pallets
Hydraulic mulch	Sorbents
Lawn and garden edging	Awards and plaques
<b><u>NON-PAPER OFFICE PRODUCTS</u></b>	Industrial drums
Binders (paper, plastic covered)	Mats
Office recycling containers	Signage

**Table 3-1. CPG ITEMS (continued)**

<b>Comprehensive Procurement Guidelines Categories and Designated Items</b>	
<b><u>NON-PAPER OFFICE PRODUCTS</u></b>	<b><u>MISCELLANEOUS PRODUCTS</u></b>
Office waste receptacles	Manual-grade strapping
Plastic desktop accessories	
Plastic envelopes	
Plastic trash bags	
Solid plastic binders	
Plastic clipboards	
Plastic clip portfolios	
Plastic file folders	
Plastic presentation folders	
Printer ribbons	
Toner cartridges	

ANNEX B TO 42 ABW PLAN 32-15

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**TOOLS AND RESOURCES**

1. **OVERVIEW:** This chapter is a summary of APP information resources and can be used as a guide. Unless stated otherwise, these resources may be downloaded from AFCEE's web site at <http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1>.

2. **PROGRAM MANAGEMENT TOOLS:**

a. **Government Purchase Card (GPC) Recovered Materials Determination Form (AETC Form 47):** This form is used by government purchase cardholders to document all micro-purchases of Guideline Items. A sample form is contained in Appendix 1, Annex B of this plan. Available at <http://www.aetc.randolph.af.mil/im/>.

b. **Government Purchase Card (CPG) Recovered Materials Exemption Form (AETC Form 51):** It is recommended that this form is used by government purchase cardholders to document an exemption for not purchasing a Guideline Item. This form becomes a permanent part of the cardholder's file. A sample form is contained in Appendix 2, Annex B of this plan. Available at <http://www.aetc.randolph.af.mil/im/>. Note that the GPC purchase limit can only be exceeded with approval from the Contracting Officer Commander.

c. **EPA Fact Sheet:** Environmental Protection Agency (EPA) Fact Sheets outlining each of the eight CPG categories. Available at <http://www.epa.gov/cpg/products.htm>.

d. **Affirmative Procurement Awareness Brochure:** This brochure provides basic awareness information for people who are new to APP requirements. A copy of the brochure can be viewed on the Internet at <http://www.afcee.brooks.af.mil/eq/ap/apimpactrng1.ppt>. Brochures will be provided in informational training forums to promote APP.

e. **Environmentally Preferable Purchasing (EPP) Training Briefing for EO 13101 Compliance:** Additional information regarding EPP and APP is available in the PowerPoint briefing package prepared by the AFCEE Environmental Quality Directorate found at <http://www.afcee.brooks.af.mil/eq/ap/apimpactrng1.ppt>.

f. **Air Force Guide "Contracting Officer Guide to Affirmative Procurement (AP), Version 1.0, dated September 2003:** This guide primarily provides information related to:

- (1) Products containing recovered materials (i.e., EPA-designated items) and
- (2) Biobased items (i.e., USDA-designated items).

3. **POLICY DRIVERS:** The following web addresses are provided for viewing of referenced APP policy drivers and guidelines:

a. **RCRA Section 6002** (42 U.S.C. 6962): <http://uscode.house.gov/>.

b. **Executive Order 13101**, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition": <http://www.ofee.gov>.

c. **40 CFR 247**, "Comprehensive Procurement Guideline for Products Containing Recovered Materials:" [http://www.access.gpo.gov/nara/cfr/waisidx\\_99/40cfr247\\_99.html](http://www.access.gpo.gov/nara/cfr/waisidx_99/40cfr247_99.html).

d. **FAR Subchapter D, Part 23** (for program requirements), and **FAR Part 52** (for contract clauses): <http://www.arnet.gov/far>.

- e. **AFI 32-7080**, “Pollution Prevention Program”: <http://afpubs.hq.af.mil/pubfiles/af/32/afi32-7080/afi32-7080.pdf>.
- f. **ETL 00-1**, “EPA Guideline Items in Construction and Other Civil Engineering Specifications. The “Construction Criteria Base” website <http://www.afcee.brooks.af.mil/eq/>.
- g. **DoD Instruction 4715.4**, Pollution Prevention: <http://web7.whs.osd.mil/>.
- h. **AF Pollution Prevention Strategy, 24 July 1995**: <http://web7.whs.osd.mil/>.
- i. **AETC Instruction 32-7001**, “AETC Affirmative Procurement Program,” 21 December 2001: <http://afpubs.hq.af.mil/>.

4. **TECHNICAL RESOURCES:**

- a. **Lists of the EPA guideline items and their recycled-content requirements** are found in the “Products” section of EPA’s CPG web page at <http://www.epa.gov/cpg/products.htm>.
- b. **Government Printing Office (GPO)** furnishes blank paper, inks, and similar supplies to all governmental activities on order. It prepares catalogs and distributes and sells government publications. To obtain recycled-content paper from GPO, your local Defense Automated Printing Services (DAPS) office is the main point of contact.
- c. **General Services Administration (GSA) Environmental Products Guide** is available at <http://pub.fss.gsa.gov/environ>. It provides an online catalog for specific types of environmentally preferable products.
- d. **CPG & Recovered Material Advisory Notices (RMAN) and CPG Fact Sheets** are identified on the EPA’s web page. The “Background” section links to proposed and final designated item lists, technical background documents, and federal register notices for each update of the CPG and RMAN. The fact sheets summarize information on the CPG program, EPA’s recovered materials content requirements, case studies from around the country, and key resources, associations, and web sites. <http://www.epa.gov/cpg/backgrnd.htm> and <http://www.epa.gov/cpg/factshts.htm>.
- e. **EPA Waste Site Program** is a voluntary partnership program , which targets the reduction of municipal solid waste through recycling, and buying recycled: <http://www.epa.gov/wastewise>.
- f. EPA’s **Environmentally Preferable Purchasing Program** is a federal government-wide program to encourage EPP and assist agencies. The EPP web page includes success stories and pilot project information. EO 13101 calls for agencies to use EPP guidance and lessons from these pilot projects to modify their AP programs. <http://www.epa.gov/opptintr/epp>.
- g. **OFEF Web Page** includes a strategic plan to implement EO 13101 and EPA/FEE “Guidance on Conducting Inspections of Federal Facilities for Compliance with Section 6002 of the Resource Conservation and Recovery Act.” <http://www.ofee.gov>.
- h. **Defense Logistics Agency (DLA) Catalogs** <http://www.dscr.dla.mil/catalogs/catalog.htm> and <http://www.dscr.dla.mil/products/epa/htms/pocs.htm> provide specific DLA product information and a list of contact phone numbers.
- i. **Javits-Wagner O’Day (JWOD) Program** creates jobs and training opportunities for people who are blind or have other severe disabilities. It is a mandatory source of supply for federal employees. JWOD program items are listed in the GSA Environmental Products catalog. Visit <http://www.jwod.com/> and look under “Procurement Information” for distributors and contracting information.

j. **National Recycling Coalition (NRC)** is a nonprofit coalition committed to maximizing recycling. The NRC also works to develop markets for recovered materials and recycled-content products. Visit <http://www.nrc-recycle.org> for an on-line library. Look in the “Buying Recycled” section of the library for AP fact sheets and for a series of case studies in architectural renovations emphasizing recycled-material products.

k. **Guide to Resource Efficient Building Elements** is produced by the nonprofit Center for Resourceful Building Technology (CRBT) in Missoula, Montana. CRBT promotes resource efficiency in building design, materials selection, and construction practices. The guide is a national directory, is updated yearly, and contains contact and product information for more than 400 building material manufacturers producing everything from foundations to roofing. It also contains information on resources used in construction and resource-efficient design. Order from <http://www.crbt.org>.

l. **Oikos Green Building Source** provides a searchable database of green building products, including (but not limited to) recycled-content products. <http://oikos.com/index.html>.

m. **Air Force Center for Environmental Excellence’s (AFCEE)** APP home page offers “A Guide to Green Purchasing,” training materials, sample APP plans, and links to other resources. Please visit at <http://www.afcee.brooks.af.mil/eq/programs/progpage.asp?PID=1>.

n. AFCEE's **PRO-ACT Program** is available to Air Force personnel and their contractors to answer technical questions about environmental program areas, including AP. Please visit at <http://www.afcee.brooks.af.mil/PRO-ACT>.

Appendix 1 – Recovered Materials Determination Form (AETC Form 47)

Appendix 2 – Recovered Materials Exemption Form (ETC Form 51)

Appendix 3 – Air Force Policy Letter

Appendix 4 – Affirmative Procurement Program Plan Annual Review Checklist

Appendix 5 – Monthly Information Data Collection Format

APPENDIX 1 TO ANNEX B TO 42 ABW PLAN 32-15  
AETC FORM 47

RECOVERED MATERIALS DETERMINATION	
PROCUREMENT REQUEST NUMBER _____	
<b>INSTRUCTIONS:</b> When purchasing supply-type items, the procurement originator will complete this form. In Section I, check off which item(s) apply to the procurement request; in Section II, check the applicable block and sign and date the form. The completed form then becomes part of the contracting office's file.	
<b>SECTION I. TYPES OF PRODUCTS</b>	
<p><b>PAPER AND PAPER PRODUCTS</b></p> <p><input type="checkbox"/> Commercial/Industry Sanitary Tissue Products</p> <p><input type="checkbox"/> Miscellaneous Papers</p> <p><input type="checkbox"/> Newsprint</p> <p><input type="checkbox"/> Paperboard and Packaging</p> <p><input type="checkbox"/> Printing and Writing Papers</p> <p><b>VEHICULAR PRODUCTS</b></p> <p><input type="checkbox"/> Re-refined Lubricating Oils</p> <p><input type="checkbox"/> Engine Coolants</p> <p><input type="checkbox"/> Retread Tires</p> <p><b>CONSTRUCTION PRODUCTS</b></p> <p><input type="checkbox"/> Building Insulation Products</p> <p><input type="checkbox"/> Carpet</p> <p><input type="checkbox"/> Carpet Cushion</p> <p><input type="checkbox"/> Cement and Concrete Containing Fly Ash or</p> <p><input type="checkbox"/> Ground Granulated Blast Furnace Slag</p> <p><input type="checkbox"/> Consolidated and Reprocessed Latex Paint</p> <p><input type="checkbox"/> Floor Tiles</p> <p><input type="checkbox"/> Flowable Fill</p> <p><input type="checkbox"/> Laminated Paperboard</p> <p><input type="checkbox"/> Patio Blocks</p> <p><input type="checkbox"/> Railroad Grade Crossing Surfaces</p> <p><input type="checkbox"/> Shower and Restroom Dividers/Partitions</p> <p><input type="checkbox"/> Structural Fiberboard</p> <p><b>TRANSPORTATION PRODUCTS</b></p> <p><input type="checkbox"/> Channelizers</p> <p><input type="checkbox"/> Delineators</p> <p><input type="checkbox"/> Flexible Delineators</p> <p><input type="checkbox"/> Traffic Barricades</p> <p><input type="checkbox"/> Traffic Cones</p>	<p><b>PARK AND RECREATION PRODUCTS</b></p> <p><input type="checkbox"/> Park Benches and Picnic Tables</p> <p><input type="checkbox"/> Plastic Fencing</p> <p><input type="checkbox"/> Playground Equipment</p> <p><input type="checkbox"/> Playground Surfaces</p> <p><input type="checkbox"/> Running Tracks</p> <p><b>LANDSCAPING PRODUCTS</b></p> <p><input type="checkbox"/> Garden and Soaker Hoses</p> <p><input type="checkbox"/> Hydraulic Mulch</p> <p><input type="checkbox"/> Plastic Lumber Landscaping Timbers and Posts</p> <p><input type="checkbox"/> Lawn and Garden Edging</p> <p><input type="checkbox"/> Compost From Yard Trimmings or Food Waste</p> <p><b>NONPAPER OFFICE PRODUCTS</b></p> <p><input type="checkbox"/> Binders, Clipboards, File Folders, Clip Portfolios, and Presentation Folders</p> <p><input type="checkbox"/> Office Recycling Containers</p> <p><input type="checkbox"/> Office Waste Receptacles</p> <p><input type="checkbox"/> Plastic Desktop Accessories</p> <p><input type="checkbox"/> Plastic Envelopes</p> <p><input type="checkbox"/> Plastic Trash Bags</p> <p><input type="checkbox"/> Printer Ribbons</p> <p><input type="checkbox"/> Toner Cartridges</p> <p><b>MISCELLANEOUS PRODUCTS</b></p> <p><input type="checkbox"/> Awards and Plaques</p> <p><input type="checkbox"/> Industrial Drums</p> <p><input type="checkbox"/> Mats</p> <p><input type="checkbox"/> Pallets</p> <p><input type="checkbox"/> Signage</p> <p><input type="checkbox"/> Sorbents</p> <p><input type="checkbox"/> Manual-grade strapping</p>
<b>SECTION II. CERTIFICATION</b>	
<p><input type="checkbox"/> I hereby certify the statement of work or specifications for the requisition of materials or services listed above complies with applicable AFB preference standards for recycled or recovered materials.</p> <p><input type="checkbox"/> The item being procured is not subject to _____ AFB's Affirmative Procurement Program.</p> <p><input type="checkbox"/> This item is being requisitioned from established federal supply sources.</p>	
<p>_____ PROCUREMENT ORIGINATOR'S SIGNATURE</p> <p>_____ DATE</p>	

AETC FORM 47, 20010901 (IMT-V1)

PREVIOUS EDITION IS OBSOLETE.

APPENDIX 2 TO ANNEX B TO 42 ABW PLAN 32-15  
AETC FORM 51

RECOVERED MATERIALS EXEMPTION	
PROCUREMENT REQUEST NUMBER _____	
The following EPA-designated guideline item does not comply with EPA standards for recycled or recovered materials: <i>(NOTE: A separate justification must be completed for each noncompliant item purchased as part of this procurement action.)</i>	
_____	
I have determined that the EPA guidelines were considered and determined inapplicable, based on the following:	
<input type="checkbox"/>	Item is not available within a reasonable period of time.  Date Needed _____ Date Available _____
<input type="checkbox"/>	Item fails to meet a performance standard in the specifications. Specifically, _____ _____ _____
<input type="checkbox"/>	Item is not available from two or more sources. Market research was performed by calling (insert number) _____ vendors, but only (enter name) _____ was able to supply the item.
<input type="checkbox"/>	Item was only available at an unreasonable price (i.e., recycled item cost more than nonrecycled item).  Price of recycled item _____ Price of nonrecycled item _____
This determination is made in accordance with FAR 23.405(c).	
_____	
CONTRACTING OFFICER	DATE

AETC FORM 51, 20010901 (EF-V2) PREVIOUS EDITION IS OBSOLETE.

APPENDIX 3 TO ANNEX B TO 42 ABW PLAN 32-15  
AIR FORCE POLICY LETTER

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DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

31 MAY 2000

MEMORANDUM FOR ALMAJCOM/CE/LG 11WG/CC

SUBJECT: Air Force Affirmative Procurement Program

Executive Order (EO) 13101, *Greening the Government Through Waste Prevention, Recycling and Federal Acquisition* requires federal agencies to purchase environmentally preferable products where possible. This program, known as Affirmative Procurement, applies to all products purchased by CONUS installations and to products purchased in the United States for shipment overseas. The US Environmental Protection Agency (EPA) lists the applicable products in the Comprehensive Procurement Guidelines (CPG) at their web site, [www.epa.gov](http://www.epa.gov). The products listed under the EPA's CPG must meet the requirements of the Recycled Materials Advisory Notices (RMAN) for a percentage of recycled content to be considered an environmentally preferable product.

To support the Air Force Affirmative Procurement Program, a team approach is required. Air Force Instruction (AFI) 32-7080, *Compliance Assurance and Pollution Prevention*, (in coordination) places responsibility for the Affirmative Procurement Program on the Environmental Protection Committee (EPC)/Environment, Safety and Occupational Health Committee (ESOHHC) at all levels in the Air Force. The EPC/ESOHHC at each MAJCOM and installation needs to determine the best team makeup to develop and implement a viable Affirmative Procurement Program.

Affirmative Procurement Programs are **legally required** by the Resource Conservation and Recovery Act (RCRA - 42 U.S.C.A. §6962) to include four elements: (1) a **preference program**, which includes policy, planning, and revisions to purchasing specifications; (2) a **promotion program**, which furthers affirmative procurement through awareness, education, and public relations; (3) a method of obtaining and verifying **vendor certifications** that products meet the specified recycled-content requirements, by inserting appropriate Federal Acquisition Regulation (FAR) clauses into each contract; and (4) **annual monitoring and review**, to evaluate the program's effectiveness and its currency with EPA's changing requirements. For details on these affirmative procurement requirements and suggested implementation strategies, please consult the Air Force's *Guide to Green Purchasing* at [www.afcee.brooks.af.mil/eq/ap/ap.htm](http://www.afcee.brooks.af.mil/eq/ap/ap.htm).

The EPC/ESOHHC team should begin by developing an affirmative procurement plan, which should describe the team's strategy for executing the program. A specific format is not prescribed, but example plans are available at [www.afcee.brooks.af.mil/eq/ap/SamplePlans/sample.htm](http://www.afcee.brooks.af.mil/eq/ap/SamplePlans/sample.htm). The affirmative procurement plan must address each of the four required program elements outlined above and state how they will be accomplished. The team should use the plan to manage the program as well as communicate program requirements to organizations that purchase CPG items. Installations without a program in place are at risk of receiving a Notice of Violation.

The two key organizations responsible for implementing and monitoring the Affirmative Procurement Program are Civil Engineering and Contracting. The Civil Engineering Environmental office is required to provide education and training, in conjunction with Contracting, to all installation personnel on what affirmative procurement is and where to find the CPG and RMAN information. Training for personnel preparing solicitation packages must explain the affirmative procurement submittals required and address the need to update all purchase specifications to include affirmative procurement requirements. The Engineering Technical Letter 00-1, *EPA Guideline Items in Construction and Other Civil Engineering Specifications*, requires affirmative procurement be included in all Air Force Civil Engineering specifications for construction and service contracts that call for the purchase of CPG listed items.

Contracting officers must ensure the proper FAR clauses are inserted in contracts that specify CPG items in order to meet legal requirements for vendor certification. AFI 32-7080 indicates contracting offices are responsible for tracking and reporting the number of contracts containing the affirmative procurement FAR clauses. The actual data (certification on products to ensure they meet CPG requirements) collected from vendors is not reported to higher headquarters, but is used locally to verify that affirmative procurement requirements are being met.

Teamwork is the key to making this program successful across the Air Force. Although AFI 32-7080 is a Civil Engineering AFI, all installation activities are required to use CPG items when possible or justify using non-CPG items. Contracting officers are required to comply with the contents of the Affirmative Procurement Program and EO 13101. To ensure a successful Air Force Affirmative Procurement Program we must work together as a team.

If you or your staff have any questions, please contact our POCs, Major Dave Martinson, HQ USAF/ILEVQ, DSN 327-0194, e-mail: david.martinson@pentagon.af.mil or Major Ed LaBenne, SAF/AQCO, DSN 425-7032, e-mail: edgar.labenne@pentagon.af.mil.



JEFFREY P. PARSONS, Colonel, USAF  
Acting Associate Deputy Assistant  
Secretary (Contracting)  
Assistant Secretary (Acquisition)



EARNEST O. ROBBINS II, Maj Gen, USAF  
The Civil Engineer  
DCS/Installations & Logistics

cc:  
HQ AFCEE/EQ  
SAF/MIQ

APPENDIX 4 TO ANNEX B TO 42 ABW PLAN 32-15

**AFFIRMATIVE PROCUREMENT PROGRAM PLAN ANNUAL REVIEW CHECKLIST**

**Affirmative Procurement Program Plan Annual Review Checklist**

<b>ANNUAL AFFIRMATIVE PROCUREMENT PLAN REVIEW CHECKLIST</b>	
	<b>Yes/No</b>
<b>CONTRACTING ADMINISTRATORS RESPONSIBILITIES:</b>	
<b>1. Collect and review a sampling of AETC Form 47, Recovered Materials Determination and AETC Form 51, Recovered Materials Exemption forms.</b>	
<b>a. Is the applicable squadron commander, GPC Approving Official or equivalent signing the AETC Form 51, Recovered Materials Exemption form when required?</b>	
<b>b. Are blanket determinations still current and reviewed by the squadron commander, GPC Approving Official or equivalent, if required?</b>	
<b>c. Do Government Purchase Card cardholder files contain Materials Exemption Determinations when required? (AETC Form 51)</b>	
<b>d. Are all SOWs and contracts current with AP policy?</b>	
<b>2. Does the preference program need to be updated?</b>	
<b>a. Update and inform base of new CPG and bio-basedbiobased products.</b>	
<b>b. Update CPG lists in APP Plan and any distributed documents containing the list.</b>	
<b>c. Are SOWs and contracts current with AP policy?</b>	
<b>d. Have there been any additional "Unique Product Requirements" added?</b>	
<b>DYNCORP RESPONSIBILITIES:</b>	
<b>3. Is the promotion program effective?</b>	
<b>a. Are we reaching all applicable customers?</b>	

<b>b. Is the provided material beneficial?</b>	
<b>c. Review all web sites contained in the plan to ensure they are current.</b>	
<b>d. Are the materials provided in Government Purchase Card personnel training current and do they provide the knowledge required to properly implement AP requirements? (MSD/CEV responsibility)</b>	
<b>e. Revise and reissue annual awareness letter.</b>	
<b>f. Are SOWs and contracts current with AP policy?</b>	
<b>4. Is the plan complete and prepared for inspections/reviews?</b>	
<b>5. Is the current reporting system effective?</b>	
<b>a. Are we reporting relevant information, and does it have any substance?</b>	

APPENDIX 5 TO ANNEX B TO 42 ABW PLAN 32-15  
**MONTHLY INFORMATION DATA COLLECTION FORMAT**

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**MONTHLY INFORMATION DATA COLLECTION FORMAT**  
**(MSD/CEV FAX SHEET)**

**Monthly Affirmative Procurement Program Report**

**To:** MSD/CEV

**Fax:** DSN: 493-4333

ATTN: Affirmative Procurement Manager

**COM:** (334)-953-5360

**From:** 908 ABW/LG

**Date:** 1 March 2004

**Re:** Monthly Affirmative Procurement Report    **Pages:** 1

☐ Urgent

☒ For Review

☐ Please Comment

☐ Please Reply

☒ Please Recycle

**MSD/CEV Affirmative Procurement Program Manager,**

**Government Purchase Card Organization: 908 ABW/LG    Phone: X-XXXX**

**Results for the Month of:** February 2004

**Here is a listing of all the EPA Comprehensive Procurement Guide (CPG) products purchased this past month: \_**

<b>Product/CPG Item</b>	<b># Purchased</b>	<b>Total \$</b>	<b>% Post Consumer/Recycled Materials</b>
1. Paper	5,000 sheets	\$100	30% post consumer
2. Sorbents	200 8" booms	\$200	100% recycled